

PAYROLL PROCESSING SCHEDULE - NEW SYSTEM (Updated 3/24/2003)

Who	What	When	Start	End	Duration	*Down Time
<u>Schedule for Time Entry Week:</u>						
Agency	Time entry	Mon	8:00 a.m.	10:00 p.m.	14 Hrs	
DHRM	Clear HRE update errors from last Friday load		8:00 a.m.	5:00 p.m.	9 Hrs	
Finance	Load DHRM & FINET updates		9:00 p.m.	10:00 p.m.	1 Hr	Closed for update
Finance	Run time evaluation		10:00 p.m.	11:00 p.m.	1 Hr	Closed for update
Agency	Time entry	Tue	8:00 a.m.	10:00 p.m.	14 Hrs	
DHRM	Clear HRE update errors		8:00 a.m.	5:00 p.m.	9 Hrs	
Finance	Load DHRM & FINET updates		9:00 p.m.	10:00 p.m.	1 Hr	Closed for update
Finance	Load DOT time transactions - External 2		10:00 p.m.	1:00 a.m.	2 Hrs	Closed for update
Finance	Run time evaluation		1:00 a.m.	2:00 a.m.	1 Hr	Closed for update
Agency	Time entry	Wed	8:00 a.m.	10:00 p.m.	14 Hrs	
DHRM	Clear HRE update errors		8:00 a.m.	5:00 p.m.	9 Hrs	
Finance	Load DHRM & FINET updates		9:00 p.m.	10:00 p.m.	1 Hr	Closed for update
Finance	Load DOT time transactions - External 1		10:00 p.m.	1:00 a.m.	2 Hrs	Closed for update
Finance	Run time evaluation		12:00 noon	1:00 p.m.	1 Hr	
Finance	Run time evaluation		1:00 a.m.	2:00 a.m.	1 Hr	Closed for update
Agency	Time entry	Thu	8:00 a.m.	10:00 p.m.	14 Hrs	
Agency	Review/Approve time reports		8:00 a.m.	9:00 p.m.	13 Hrs	
Agency	E-mail requests for leave pay downs		8:00 a.m.	5:00 p.m.	9 Hrs	
DHRM	Clear HRE update errors		8:00 a.m.	12:00 noon	4 Hrs	
Finance	Load DHRM, FINET, PEHP, URS, etc updates		9:00 p.m.	11:00 p.m.	2 Hrs	Closed for update
Finance	Run time evaluation		12:00 noon	1:00 p.m.	1 Hr	
Finance	Run time evaluation		11:00 p.m.	12:00 a.m.	1 Hr	Closed for update
Agency	Time/Correction entry	Fri	8:00 a.m.	10:00 p.m.	14 Hrs	
Agency	Review/Approve time reports		8:00 a.m.	10:00 p.m.	14 Hrs	
Finance	Complete leave pay downs and pay outs		8:00 a.m.	5:00 p.m.	9 Hrs	
Finance	Clear PEHP, URS, etc. update errors		8:00 a.m.	5:00 p.m.	9 Hrs	
DHRM	Clear HRE update errors		8:00 a.m.	5:00 p.m.	9 Hrs	
Finance	Load DHRM, Innerweb & Garnishment Updates		10:00 p.m.	11:00 p.m.	1 Hr	Closed for update
Finance	Run time evaluation		12:00 noon	1:00 p.m.	1 Hr	
Finance	Run time evaluation		11:00 p.m.	12:00 a.m.	1 Hr	Closed for update
Finance	System offline back up	Sat	12:00 a.m.	4:00 a.m.	4 Hrs	Closed for back up
		Sun				
<u>Schedule for Pay Day Week:</u>						
Finance	Run preliminary payroll	Mon	7:00 a.m.	10:00 a.m.	3 Hrs	Closed to entry
DHRM	Clear HRE update errors		10:00 a.m.	5:00 p.m.	7 Hrs	
Agency	Review payroll results & time evaluation reports		10:00 a.m.	10:00 p.m.	12 Hrs	
Agency	Enter corrections & approve time reports		10:00 a.m.	10:00 p.m.	12 Hrs	
Finance	Load updates from DHRM & FINET		10:00 p.m.	11:00 p.m.	1 Hr	Closed for update
Finance	Run final time evaluation		11:00 p.m.	12:00 a.m.	1 Hr	Closed for update
Finance	Run final payroll	Tue	7:00 a.m.	10:00 a.m.	3 Hrs	Closed to entry
DHRM	Clear HRE update errors		1:00 p.m.	5:00 p.m.	4 Hrs	
Finance	Period end activities - Create FINET & Pay files		1:00 p.m.	5:00 p.m.	4 Hrs	
ITS	Print Checks		2:00 p.m.	4:00 p.m.	3 Hrs	
Finance	Load updates from DHRM & FINET		10:00 p.m.	12:00 a.m.	2 Hrs	Closed for update
Finance	Send direct deposits	Wed	9:00 a.m.	10:00 a.m.	1 Hr	
DHRM	Clear HRE update errors		8:00 a.m.	5:00 p.m.	9 Hrs	
Finance	Payroll results to FINET & Data Warehouse		1:00 p.m.	3:00 p.m.	2 Hrs	
Finance	Load updates from DHRM		10:00 p.m.	11:00 p.m.	1 Hr	Closed for update
Agy/Fin	Distribute pay checks	Thu	7:00 a.m.	5:00 p.m.	10 Hrs	
DHRM	Clear HRE update errors		8:00 a.m.	5:00 p.m.	9 Hrs	
Finance	Payroll output files to PEHP, URS, etc.		1:00 p.m.	5:00 p.m.	4 Hrs	
Finance	Load DHRM & FINET updates		10:00 p.m.	12:00 a.m.	2 Hrs	Closed for update
Agy/Fin	Distribute paychecks	Fri	7:00 a.m.	5:00 p.m.	10 Hrs	
DHRM	Clear HRE update errors		8:00 a.m.	5:00 p.m.	9 Hrs	
Finance	Load DHRM & FINET updates		10:00 p.m.	11:00 p.m.	1 Hr	Closed for update
Finance	System offline back up	Sat	12:00 a.m.	4:00 a.m.	4 Hrs	Closed for back up
		Sun				

*The system is available 24 hours a day except for scheduled down times without regard to FINET availability.

Online backups will be performed Monday through Friday from 8 to 10 p.m. but the system is still available.

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